

MINUTES OF TELECONFERENCE (1)

Monday, 9 April 2001
SSMC # 4, Room 11109

Host: ECSD @ (800) 982-5963 (Dial-In Telephone Number)
Participant Code: 101258

NOAA CORPORATE ASSESSMENT TEAM

PARTICIPANTS

Lynnette Ansell for Robert A. Hull, Eastern Administrative Service Center [(757) 441-6447]
Martin Burnett, National Ocean Service-NCCOS/CCEHBR @ Charleston [(834) 762-8595]
Bill Cunningham, Office of Marine and Aviation Operations [(301) 713-3435; ext. 183]
Bemie Denno, NOAA-Environmental Compliance and Safety Division [(301) 713-2870; ext. 101]
Edward S. Dlugosz, NOAA-Environmental Compliance and Safety Division [(301) 713-2870; ext. 114]
Kristin Kniskern, National Environmental Satellite, Data, and Information Service [(301) 713-9204;
ext. 143]
Kim A. Kulpanowski, Office of Oceanic and Atmospheric Research-GLERL @ Ann Arbor [(734) 741-
2074]
Jay Lewis, National Ocean Service-NCCOS/CCEHBR @ Oxford [(410) 226-5193]
Sherilyn A. Villegas, Central Administrative Service Center [(816) 426-7456; ext. 263]
Jefferson Walker, National Weather Service [(301) 713-1839; ext.174]

Ed Dlugosz facilitated the meeting, the first for the NOAA Corporate Assessment Team (hereinafter referred to as *Team*) that addressed primarily organizational and start-up issues. The meeting adhered to the agenda that had been previously distributed to the potential members, topic by topic, as follows:

Opening comments and perspectives: After roll call, Mr. Dlugosz placed into perspective, the role of the Team as it follows in the efforts of two previous NOAA/ECSD-sponsored strategic workgroups. Essentially, the foundation of a compliance assistance program has been developed by the previous teams – the NOAA Environmental Compliance and Assessment System, aka NECSAS – with the first tier of the proposed three-tier model, i.e., third party, contracted (baseline) assessments, having been tested and ongoing since FY99. The objective of this newly formed team would be to build on and reinforce the existing processes, tools as well as the program itself rather than begin anew. Greater customer confidence and satisfaction in NOAA's compliance assistance service needs to be a priority throughout all three tiers. The process of assessing customer satisfaction and garnering input must be improved, Dlugosz recommended.

Team issues: notification procedures were deemed to be satisfactory for the meeting; enrollment of new members was declared complete and the voting *membership* fixed at the following group of fourteen participants:

Martin Burnett, NOS-NCCOS/CCEHBR @ Charleston
Bill Cunningham, OMAO
Edward S. Dlugosz, NOAA-ECSD
Robert A. Hull, EASC

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NOAA CORPORATE ASSESSMENT TEAM

Team issues (continued):

Kristin Kniskern, NESDIS
Kim A. Kulpanowski, OAR-GLERL @ Ann Arbor
Debbie LaCroix, OAR-ARL @ Idaho Falls
Jay Lewis, NOS-NCCOS/CCEHBR @ Oxford
Ron Mattox, CASC
John Pierson, NMFS
Daniel R. Strandy, WASC
Sherilyn A. Villegas, CASC
Jefferson Walker, NWS
Beth Walter, EASC

It was agreed that other participants would be welcome and could be involved in the Team's efforts but they would have no voting rights being non-members. Also, it was noted that the *frequency of meetings* in the next several weeks was expected to be high as several important issues needed address prior to the commencement of the FY01 NECSAS Tier I assessments and Tier II internal assistance visits. As for the *types of meetings* to be held, current funding for FY01 travel limited the forum to teleconferencing although other options could be available, e.g., conference and televideo-conferencing, in the future. The logistics and geography of the membership network would be a critical factor. *Positions and terms* within the Team were discussed with the following slate being nominated:

Chair - Ed Dlugosz
Vice-Chair - Jeff Walker
Sergeant At Arms – Martin Burnett

Rather than submit the slate to a vote during this meeting, the nominated officers' names will be included on the revised charter and adopted at the same time of the document. Concerns over the possibility that conflicting interests could arise during the Team's normal course of business with the Vice-Chair, Jeff Walker (a contractor) being privy to privileged government information was dismissed as being highly unlikely. If this situation arises, it would be dealt with at the time on a case-by-case basis. Discussion of the officers' terms was tabled as this issue would be covered with the charter revision. The necessity to provide *liaison* with the other corporate strategic teams was acknowledged, however, the means to do so brought debate. Participants stated that they were overwhelmed with meetings at all levels and the additional responsibility to attend another was unproductive if not redundant. Mr. Denno indicated that the meeting of the ECS Council provided the appropriate forum and body to ensure the integration of all strategic teams issues and work efforts. Mr. Dlugosz suggested that Team members actively participating or preferably those being members of another team could act as the go-betweens and provide a safeguard with little, additional effort. It was then determined that once the rosters for all the strategic teams were posted, the selection of the appropriate liaison for each team, following using Mr. Dlugosz's recommendation, would be easier to implement. Discussion was tabled for a subsequent meeting after the following volunteered:

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NOAA CORPORATE ASSESSMENT TEAM

Team issues (continued):

Liaison for – Communications/Information Management Team (Jeff Walker)
PTS Team (not yet determined)
Resources Team (not yet determined)
Training Team (Sheri Villegas)

Discussion of charter: More time was determined necessary for the potential members to adequately review the previously transmitted copy of the draft charter. However, EASC did submit a page of proposed revisions that Ms. Ansell went over for the Team (copy attached). Consequently, the suspense date for comments on the draft charter was set at COB Monday, 16 April 2001.

Discussion of future topics: first and foremost, the adoption of the Team charter was deemed necessary, followed by –

1. Tier II and III compliance assistance
 - a. internal assistance visits (by RECOs/RSMs)
 - b. telephonic/remote surveys (by anyone)
2. Existing tools and procedures
 - a. protocols
 - b. questionnaires and checklists
 - c. software
 - d. web applications
 - e. Tier I assessment and reporting processes

General Closing Discussion and Commentary: members were reminded that their review comments on the draft charter (ver 1) are due to Mr. Dlugosz by COB Monday, 16 April 2001. The next Team teleconference is tentatively scheduled for 11:00 a.m. EDST on Thursday, 19 April 2001. An agenda, reminder and appropriate information about accessing the call will be forwarded a few days prior to this date.

EASC COMMENTS
ON
CORPORATE ASSESSMENT TEAM CHARTER

(submitted 9Apr01)

PURPOSE AND AUTHORITY. The purpose of the National Oceanic and Atmospheric Administration (NOAA) Environmental Compliance and Safety (ECS) Assessment (the "Team") is to review, revise, develop and recommend implementation of the ECS assessment program for NOAA's Line and Staff offices. The Team has been organized under the authority of the Chief, Environmental Compliance and Safety Division (ECSD), and with the concurrence of Line and Staff Offices.

2. **OBJECTIVES AND SCOPE OF ACTIONS.** The primary objectives of the Team are:

- a. Ensure assessments provide NOAA personnel with a check system which will determine and enhance ECS compliance with existing federal, state, and local laws and regulations, Executive Orders, and Department of Commerce (DOC) and NOAA policies and strategic plans,
- b. Establish and maintain an ECS Assessment Process which is consistent and supportive across NOAA's workforce and facilities,

3. **FUNCTIONS.** The Team will undertake the appropriate steps

- a. Perform a diagnostic exam on past practices, ie determine where we are today
- b. Establish Assessment levels and recommended protocols
- c. Establish and maintain a strategic assessment plan
- d. Develop and ensure implementation of an annual assessment plan with input from LO, Facilities, ASCs.
- e. Formulate and provide to ECS Director certain budget requirements to support strategic assessment plan
- f. Identify training needs and propose to the training team;
- g. Working with the IT Team and Systems personnel, evaluate state-of-the art methodology and technology (e.g., metrics, wireless tools, hardware and software applications) that support and facilitate established processes. The Team shall decide the appropriate place for systems issues on this team (ie what goes to the IT Team)
- h. Developing methods and metrics to obtain customer feedback; Decide who the customers are.
- g. Coordinate with other strategic planning teams, work groups, offices, and agencies to share and garner information and technologies to enhance NOAA's programs as well as to promote them.

